

Personal Property Utilization and Disposal Course
April 25th - 29th, 2011, Arlington, VA (register at www.gsa.gov/events)

Who should attend?

Accountable Property Officials, sustainability officers, property custodians, users and screeners interested in acquiring excess personal property. This course is intended for both newcomers to Property Management Disposal as well as seasoned professionals needing updates on the property disposal process.

Course objectives:

Federal Utilization and Disposal of Personal Property; regulations and processes; Computers for Learning program; reporting and selecting property using GSAXcess®; reporting special categories of property; transferring and donating property; sales; and abandonment and destruction.

Date Time

Monday - April 25, 2011 1:00 p.m. - 4:00 p.m.

Tuesday - April 26, 2011 8:30 a.m. - 4:00 p.m.

Wednesday - April 27, 2011 8:30 a.m. - 4:00 p.m.

Thursday - April 28, 2011 8:30 a.m. - 4:00 p.m.

Friday - April 29, 2011 8:30 a.m. - 12:00 p.m.

Identification, Driving Directions, Parking, Metro, Hotels

Identification: You must have a photo ID to enter the building.

Driving directions: From Washington, DC and I-395 S: Take I-395 to US-1 South exit right on the 15th Street ramp. Make a left at the traffic signal at the bottom of the ramp (crosses under Route 1) and proceed to Crystal Drive. Make a right onto Crystal Drive and proceed to 2200 Crystal Drive. Garage and meter parking are available.

From Washington Dulles International Airport: Head east from Aviation Drive. Turn left into the Dulles airport Access Road entry ramp. Continue on VA-267E and the I-66 E. Take VA-110 S exit 75 to Pentagon/Alexandria. continue on Jefferson Davis Hwy and turn left at 23rd Street S. turn left at Crystal Drive and proceed to 2200 Crystal Drive. Garage and meter parking are available.

Parking: Garage parking is available at several nearby garages for approximately \$20 per day. Metered parking is scarce.

Public Transportation: Training is located near Amtrak, Ronald Reagan National Airport, and Metro locations.

Metro directions: Take the blue (towards Franconia) or yellow (towards Huntington) line train to the Crystal City Metro station. Exit Metro to street level, turn left, and walk east on 18th Street to Crystal Drive. Turn right on Crystal drive and proceed to 2200 Crystal Drive. Take first elevator on left to the first floor. Approximate walking time is 15 minutes.

Hotels in the area: Hampton Inn & Suites 1-800-Hampton
Radisson 1-800-333-3333
Crystal City Marriot 1-703-413-5500
Hyatt Regency Crystal City 1-703-418-1234

For more information or to register for this event go to www.gsa.gov/events